

**RESTRICTED**

29 May 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 46

SUBJECT: Central Planning Staff Routing Slip

1.

a. Any Branch which prepares a draft CI G action for review will submit two copies to the Planning Assistant under a routing slip showing that the paper is for review.

also

b. The Branch will/submit one review copy directly to the Policy and Review Branch, separately.

2. Any Branch submitting a paper in final form for signature of the Chief, Central Planning Staff, will carry out the following:

a. The first Central Records copy will be offset sufficiently to show the initials in the upper right hand corner. In addition to the typed initial, the Branch Chief responsible will enter his longhand initials in ink.

b. The Chief of any Branch giving concurrence will record his concurrence over his written initial on the Central Records' copy.

c. The paper will be covered with a blue routing slip, routed to the Deputy Chief, Central Planning Staff, stating that the paper has previously been reviewed and is being submitted for signature.

25X1A

Captain, USN

Acting Chief, Central Planning Staff

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